

5.0 Community Facilities

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5.0 Community Facilities

Introduction

Each community has the responsibility to provide the facilities necessary for its citizens to reside in safe, adequate housing; to have access to dependable water and waste disposal systems; to have appropriate parks and open spaces in which to play; and the means of public transportation to move about freely. These facilities, in addition to others, are necessary for a community's sound functioning and for a high quality of life. Community facilities represent an investment in the general welfare of all citizens in the present and for the future. To ensure that this challenge is met some communities may choose to form a task force to do this assessment.

Purpose and Organization of Task Force

A high quality of life is the goal of every community. The community has an obligation to provide the facilities necessary for sound functioning. Community facilities are an investment, an economic asset and a vital element of social enhancement. The citizens of each community decide upon the type of environment in which they want to live and work. To insure that the needed and wanted facilities are provided in your community, a task force should be formed. Every community is different and facilities provided by city government vary widely; therefore, the community facilities task force should not be limited in scope, but be prepared to initiate action on additional quality-of-life services. The task force should be concerned with an overall assessment of existing facilities and systems, analysis of needs, and resources. Members of the community facilities task forces should assume responsibility for becoming as knowledgeable as possible in this program area.

Composition

The task force should be composed of representatives from each of the sub-categories in this general category of community facilities. Other members may be any interested citizens, park board members, city engineers, board of education members, senior citizens, public housing residents, youth group representatives, industrial representatives, handicapped citizens, and safety officers, such as firemen, patrolmen and air patrol.

Resources

Resources that can be utilized by this task force for assistance in gathering documentation, project implementation, object viewpoints, etc. are: the park board or local government; the utilities superintendent or water department; the street superintendent; the police department; local trucking firms; railroad officials; pilots; city engineers, the community development director; sanitation engineers; the housing authority; the public library; and government records, such as state statutes, city ordinances, existing program and planning documents (comprehensive plan), previously and presently funded grant applications, departmental records and completed surveys (e.g., airport, traffic, and housing).

Timing

There is no standard time frame recommended for completing the community facilities task force activities. For the task force to inventory existing conditions and services, identify service gaps and duplication, determine needed services or activities, set priorities and undertake action, will require significant time and effort. However, through an organized and systematic effort, the task force can insure the ultimate action recommended and undertaken will be most appropriate. A specific timetable should be established and maintained. Whether or not the timetable is met will largely depend upon such factors as the number of persons involved, their level of experience, degree of commitment, leadership qualities, size of community, frequency of meetings, and the extent to which cooperation from outside sources may be required.

5.1 Parks & Recreation

Introduction

The establishment and maintenance of parks and open spaces is an important aspect of a community's livability. Equally important is a program of recreation and leisure including, but not limited to, athletic, cultural, educational, social and both active and passive activities. A good park and recreation program can contribute to the development of a well-rounded individual, as well as attracting prospective industrial growth.

If this program already exists in this community, then the responsibility for the assessment and evaluation of this sub-category is primarily that of the people who administer it. If the program does not exist in the community and the community wants to establish it, then a committee or task force can be setup to determine what needs to be done using the program process described below.

All Missouri Certified City (AMCC) Status

Communities pursuing the AMCC status must:

- 1) Complete the program process and meet the standards of this sub-category, set goals and establish a plan to achieve the goals.
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- 3) DED must approve your report in order to be certified. Certification will remain in effect for three years. To be re-certified the same process must be followed and a new report furnished.

STAR City Status

Communities pursuing the Star City Status must follow the same procedure and furnish the same kind of report as those pursuing the AMCC Status. The difference between the two is that the Star City Communities do not have to meet all of the program standards, nor do they necessarily have to have every sub-category program existing in their community. The Star City Status remains in effect for three years. For re-designation the same procedure must be followed as for the original designation and a new report must be furnished to DED.

Program Process

The process for assessment can be as simple as the people in charge of the program (e.g. Board of directors, executive director, managers, staff, committee, and others) evaluating the community's program against the program standards in this sub-category. Or the process can be amplified by forming a task force to assess and evaluate your program more in depth using various techniques such as surveys, town meetings, consulting with outside experts, etc.

Whatever the process used it is important to determine if the program is meeting the needs of the community and how it will meet future needs.

For the report, please describe the process you used to assess and evaluate your program.

Program Standards

These standards are designed to assist those communities starting a program in this sub-category, and for those communities that wish to measure their existing program against these standards. These standards are set by consensus of experts which include community citizenry, university professors, state and federal specialists and other professionals within the field.

Due to the uniqueness of each community, certain standards may not be important or even necessary within a community. For example, the size of a community will determine a great deal whether or not the standards within a particular sub-category need to be adopted in their entirety or even at all. This program is designed to suggest these standards and then allow a community to decide if they wish to adopt any or all of them. However, those communities endeavoring to achieve AMCC status must meet the requirements in this sub-category.

Standards For: Parks and Recreation

A. Organization

Identify or create an organization or other entity responsible for the development, administration and operation of this program in your community.

B. Mission statement

Formulate, put in writing, keep on file and review the mission statement for this program. The mission statement should simply state the purpose of the program. It should be easily understood so that the elements of the program as well as its implementation, even day to day activities, can readily be measured against it.

C. Program of development and improvements

Park developments and improvements should be a part of a comprehensive plan. The plan should be a working document and updated as necessary to reflect the needs and interests of the community.

D. Program of maintenance

It is of great importance that a maintenance program be established to keep the parks and other facilities in good repair, clean and aesthetically pleasing. Timely inspection and a schedule of maintenance should be a priority in any overall park program.

E. Program of recreation and leisure.

A year-round program should be designed for everyone including young, old and handicapped. Periodic surveys or other assessment techniques should be used to determine the recreation interests. Programs and events of other agencies and institutions, such as schools, should be integrated into the overall recreation program.

F. Personnel

Adequate staff is key to running a parks and recreation program. The community should employ a parks and recreation director and enough staff to operate and service various aspects of the programs. Volunteers should be utilized wherever and whenever possible. Training should be provided for all staff, be they paid or volunteer.

G. Budget

Funds to administer and operate the overall program of parks and recreation should be a part of the city's budget. Capital improvement and operating expenses should be kept separate. Funding should come from general revenue, grants and donations.

H. Coordination with other agencies

Every community involved with park and recreation programs should contact and coordinate with the agencies listed below. Volunteer assistance and guidelines is available to help you develop and evaluate your park system and programs.

573/ 751-8560

The National Recreation and Parks Association
2775 S. Quincy St., Suite 300
Arlington, VA 22206
703/ 820-4940

Missouri Parks and Recreation Association
1203 Missouri Blvd.
Jefferson City, MO 65101
573/ 636-3828

Program Goals and Planning

From the assessment and evaluation of this program you should determine if the program is meeting the needs and wants of the community. The process of this assessment and its resulting findings should be taken to the next steps of goal setting and planning.

Questions to ask concerning this sub-category: How do the goals of the program of this sub-category fall in line with the vision and the overall goals of the community; What are the plans to achieve those goals.

- 1) **Please describe the goals you have set for this program.**
- 2) **Please describe in some detail the plans (how, when, who, etc.) for achieving the goals set for this program.**

5.2 Water Supply

Introduction

The availability of water from an approved public source is a basic community requirement. A dependable supply and efficient distribution system are necessary for industry, health, fire protection and the personal needs of the people. An effective water system must meet the present needs of the community and provide for projected uses of the future.

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Standards For: Water Supply

A. Organization

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B. Mission statement

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C. Establish water system to meet water quality standards of the Missouri Department of Natural Resources.

D. Establish system to serve all residents.

Examine adequacy of source compared to local needs. Provision should be made for extension of mains to areas not served. All operations must be in accordance with municipal ordinances and Missouri Department of Natural Resources' standards.

E. Utilize a registered professional engineer to develop a needs analysis.

F. Meet standards of Insurance Service Office for adequate fire protection.

G. Establish adequate supply to meet current and projected needs.

H. Develop emergency plan.

I. Utilize a DNR certified water operator of the appropriate class to oversee the systems operation.

On the basis of needs analysis and current capacities, a consulting engineer should develop a report, which can be used to design a program to meet future needs.

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5.3 Waste Water Treatment

Introduction

The proper handling and treatment of sewage is important to the health and well being of a community. Adequate collection and treatment for the entire region is essential for the protection of its residents, as well as others affected by water after it leaves the area. The system should be adequate for present needs and take into consideration the needs of the community as it grows.

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C. Establish a sewer system that meets treatment standards of the Missouri Clean Water Commission.

The city should treat all sewage in accordance with standards established and be in compliance with discharge limitation.

D. Establish system to serve all residents

Engineering and construction plans to serve all developed areas not serviced should be advanced as rapidly as possible. Nonsewered areas in and adjacent to the city sewage disposal facilities should meet the standards of the Missouri Clean Water Commission.

The community should utilize the services of a registered professional engineer in developing a needs analysis and plan. The community should also enact ordinances and establish procedures to alleviate water quality problem areas in the community and make provisions for joining the system. (Remove all septic tanks and outdoor toilets).

E. Ensure equitable user fees, especially surcharges for excessive loads, and regulate industrial users (have an approved pre-treatment program in place if applicable).

F. Storm and sanitary sewers are to be separated

G. Budgets

1. Sewer utility or department should have a separate budget.
2. Revenues should meet expenses (utility should be self-supporting).
3. Maintenance, repair and replacement fund should be established.
4. System should be adequately staffed.
5. Adequate capacity, both hydraulic and organic, is of utmost importance when promoting economic growth and physical expansion of the city. The theoretical life of the system, the design size vs. actual loading, the existing problems due to excessive flows and projected capacities vs. projected loads must all be taken into consideration when encouraging additions to the system.

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5.4 Transportation

Introduction

Adequate transportation facilities are essential to the movement of people and goods. Every municipality should have a street program encompassing current and future construction, as well as proper maintenance. The availability and upkeep of Airport facilities, which serve several communities as transportation centers for the surrounding region, are a requisite to overall development. Traffic safety programs protect lives, property and enhance traffic flow.

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Standards For: Transportation

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B. Mission statement

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C. Streets

1. Street plan

Establish a plan of street construction, maintenance and development utilizing a registered professional engineer. A needs survey should be made by an engineer or adequately trained city staff to determine deficiencies in the present system. A program should be developed to encompass current and future street construction and maintenance needs. The program should be officially adopted, implemented and annually updated by the city to improve substandard streets and provide a basis for new construction.

2. Street standards

The street program should include standards adopted by the city covering minimum street paving, including criteria for minimum width and minimum thickness for different types. The plan should apply to all new pavement construction.

3. Street direction

All communities should have a direction system, which includes the name or number for all streets along with a system of numbers assigned to each house or business building in the city. A map of the system which shows the locations and names or numbers of all the streets in the city should be published and made available to the public.

4. Parking

The community should provide adequate parking space not only in the business district, but wherever there is a concentrated need.

5. Lighting

Adequate street lighting should be provided in all areas of the community. Adequate is at approximately 300 feet intervals or at the ends of each block.

D. Airports

1. Access

Each community in this category should have, or have reasonable access to, an airport. Reasonable access is defined as within 30 minutes driving time to a general aviation airport or within 60 minutes driving time to an air carrier or hub airport.

2. Airport layout plan currently approved

Communities with an existing airport should have a current approved airport layout plan on file with the Federal Aviation Administration Central Regional Office in Kansas City.

3. Favorable airspace determination

Each airport must have a favorable airspace determination on file.

4. Compliance

If the airport is certificated for either part 135 or part 121 operations, the most recent inspection must indicate full compliance or that steps are underway to effect full compliance.

5. Master plan

If a new airport site is being contemplated, an airport master plan should be accomplished.

6. Signs

Provide adequate signing to indicate routing to location of airport.

E. Traffic safety

1. Study traffic problems to improve flow of traffic.

2. Develop accident location map to note problem areas.

3. Develop plan of traffic signs and signals to control flow of traffic.

4. Establish school guard program at dangerous crossings.

Program Goals and Planning

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5.5 Housing

Introduction

Decent, safe and sanitary housing in adequate supply is necessary for the welfare of citizens of the community. Deficiencies must be identified and eliminated through action programs to alleviate housing problems. Future housing needs must be projected to facilitate the preparation of sufficient residences in the community

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Standards For: Housing

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B. Mission statement

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C. Conduct a housing survey and analysis of present conditions, demand, local resources and obstacles to solution of housing problems.

D. Based on the survey and other pertinent data and information, develop a statement of policies, procedures and action program which would alleviate housing problems. Identify the agencies, organizations, contractors, etc. who will implement the action plan.

Local government actions which would alleviate housing problems should include: a code enforcement program for new and existing housing; implementation of planning tools (zoning and sub-division regulations); a revitalization program to remove or rehabilitate substandard housing; the production of assisted housing through either a housing authority or other method; and adoption of a fair housing ordinance.

E. Action plans should include but not be limited to:

1. Codes for new construction (building, electrical, plumbing, energy codes.)
2. Revitalization program to remove or rehabilitate substandard housing.
3. Housing authority or equivalent to produce and manage assisted housing.
4. Minimum standards for existing dwellings (existing housing code).
5. Fair housing ordinance.
6. New construction where appropriate.
7. Provisions of infrastructure (streets, utilities, etc.) that would help revitalize a neighborhood and raise housing values.

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5.6 Library Services

Introduction

The modern American needs strong library resources and the services of skilled librarians whether he or she lives in a city, a suburb or a rural area. Traditionally, the American public library has been an independent unit, financed by the local community it serves. Experience has shown, however, that libraries which work together, sharing their services and materials, can give better service. When a community library joins a system, it is neither weakened nor eliminated. Instead, it becomes part of a network which offers to readers service on three levels: that of the local community library, the system headquarters and the state library. If this program already exists in this community, then the responsibility for the assessment and evaluation of this sub-category is primarily that of the people who administer it. If the program does not exist in the community and the community wants to establish it, then a committee or task force can be setup to determine what needs to be done using the program process described below.

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Program Standards

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Due to the uniqueness of each community, certain standards may not be important or even necessary within a community. For example, the size of a community will determine a great deal whether or not the standards within a particular sub-category need to be adopted in their entirety or even at all. This program is designed to suggest these standards and then allow a community to decide if they wish to adopt any or all of them. However, those communities endeavoring to achieve AMCC status must meet the requirements in this sub-category.

Standards For: Library Services

A. Organization

Identify or create an organization or other entity responsible for the development, administration and operation of this program in your community. Your community may become part of a tax-supported county or multi-county library, or it may maintain an established municipal library district under the provisions detailed in Missouri Statute 182.140. If the library is run by a board, it should have a written set of by-laws, have a written policy and meet at least ten times annually.

B. Mission Statement

Formulate, put in writing, keep on file and review the mission statement for this program. The mission statement should simply state the purpose of the program. It should be easily understood so that the elements of the program, as well as its implementation, even day to day activities, can readily be measured against it. A copy of the mission statement should be supplied to the Missouri State Library.

C. Policy

The library should have a policy that includes a Freedom to Read Statement, Freedom to View Statement and the Library Bill of Rights. Consult the Missouri State Library for more on these freedoms.

D. Collections of books and other materials

The library should have a plan and methodology for its collection of books, periodicals, newspapers, etc. It should weed, re-stock and upgrade by category ---including fiction, non-fiction, reference collections, juvenile, young adult and new readers.

E. Budget

1. Every library supported by the public should have a voted tax of at least 20 cents per one hundred dollars of valuation.
2. The library should annually budget at least \$3.00 per capita for its collection.

F. Personnel

Permanent staff must be employed. Staff should be qualified to acquire, organize and make available library materials and assist citizens in using the library's resources. The Director of the Library must meet the following education requirements: 1. For communities less than 10,000: a Bachelors degree with 80 hours of continuing education during the past three (3) years. 2. For communities between 10-25,000: Masters of Library Science degree, plus 40 hours of continuing education. Continuing education units (hours) mean courses, workshops, and classes offered by, but not limited to, such agencies or schools as: The Missouri State Library, Graduate Library School,

U.M.C., Missouri Library Network Corporation, American Library Association, Missouri Library Association, any other training program accredited by the American Library Association.

G. Library hours

The library should be open to the public. The hours that the library is open should include quality hours, such as weekends. Quality hours may differ depending on the community. For example, in rural communities evening hours are not necessarily quality hours, whereas in urban communities evening hours are quality hours.

For communities under 10,000, the library should be open at least 35 hours.

For communities 10,000-25,000, the library should be open at least 55 hours, 20 of which should be quality hours.

For communities over 25,000, the library should be open at least 65 hours, 25 of which should be quality hours.

G. Accessibility

The library should be conveniently located and fully accessible. It must meet the requirements of the American Disabilities Act.

Program Goals and Planning

From the assessment and evaluation of this program you should determine if the program is meeting the needs and wants of the community. The process of this assessment and its resulting findings should be taken to the next steps of goal setting and planning.

Questions to ask concerning this sub-category: How do the goals of the program of this sub-category fall in line with the vision and the overall goals of the community; What are the plans to achieve those goals.

- 1) **Please describe the goals you have set for this program.**
- 2) **Please describe in some detail the plans (how, when, who, etc.) for achieving the goals set for this program**

5.7 Solid Waste Management

Introduction

The visual environment and physical appearance of a community is a significant part of its character, influencing the attitudes of its residents, as well as newcomers, tourists, and industrial prospects. The entire community should be clean and appealing in its appearance to make it a healthy and pleasant place in which to live, work and visit.

If this program already exists in this community, then the responsibility for the assessment and evaluation of this sub-category is primarily that of the people who administer it. If the program does not exist in the community and the community wants to establish it, then a committee or task force can be setup to determine what needs to be done using the program process described below.

All Missouri Certified City (AMCC) Status

Communities pursuing the AMCC status must:

- 1) Complete the program process and meet the standards of this sub-category, set goals and establish a plan to achieve the goals.
- 2) Furnish to the Department of Economic Development (DED) a narrative line item report describing the program process used, how they measure up to each of the program standards, the goals set, and plans to achieve the goals. Other documentation such as maps, brochures, ordinances, minutes, contracts, news releases, etc., should NOT accompany the report, but should be kept on file in your office.
- 3) DED must approve your report in order to be certified. Certification will remain in effect for three years. To be re-certified the same process must be followed and a new report furnished.

Program Process

The process for assessment can be as simple as the people in charge of the program (e.g. Board of directors, executive director, managers, staff, committee, and others) evaluating the community's program against the program standards in this sub-category. Or the process can be amplified by forming a task force to assess and evaluate your program more in depth using various techniques such as surveys, town meetings, consulting with outside experts, etc. Whatever the process used it is important to determine if the program is meeting the needs of the community and how it will meet future needs.

For the report, please describe the process you used to assess and evaluate your program.

Program Standards

These standards are designed to assist those communities starting a program in this sub-category, and for those communities that wish to measure their existing program against these standards. These standards are set by consensus of experts which include community citizenry, university professors, state and federal specialists and other professionals within the field.

Due to the uniqueness of each community, certain standards may not be important or even necessary within a community. For example, the size of a community will determine a great deal whether or not the standards within a particular sub-category need to be adopted in their entirety or even at all. This program is designed to suggest these standards and then allow a community to decide if they wish to adopt any or all of them. However, those communities endeavoring to achieve AMCC status must meet the requirements in this sub-category.

Standards For: Solid Waste Management

A.. Organization

Identify or create an organization or other entity responsible for the development, administration and operation of this program in your community.

J. Mission statement

Formulate, put in writing, keep on file and review the mission statement for this program. The mission statement should simply state the purpose of the program. It should be easily understood so that the elements of the program as well as its implementation, even day to day activities, can readily be measured against it.

K. Become a member of a regional solid waste management district.

L. Prepare or participate in the preparation of a Missouri Department of Natural Resources-approved solid waste management plan. The plan shall include: waste reduction; education; recycling; and composting, in addition to the storage, collection, transportation and disposal of solid waste.

M. Implement the approved community solid waste management plan according to the timetable, including the integration of local ordinances and contracts for solid waste management services.

N. Adopt and enforce ordinances to improve community appearance

The community should provide for means of review, evaluation and updating of existing ordinances in the following areas:

1. Reporting and cleanup of dumps and littered waterways.

2. Solid waste management as outlined in the approved solid waste management plan
 3. Removal of junk yards from direct public view
 4. Waste receptacles/collection in public areas
 5. Street cleaning on a regular basis
 6. Junk car and old appliance removal program
 7. Lawn cutting and weeding on vacant lots or unmaintained property
 8. Attractive access routes free of litter and fully maintained
 9. Penalties for violating city ordinance
 10. Review of plans, ordinances and contracts for inconsistencies with actual implementation
 11. Report any changes in solid waste management plan to the Missouri Department of Natural Resources.
 12. No open burning
 13. Universal residential pickup, required penalties for violations
 14. Trash pickup at least once a week
 15. Refuse-free watercourses
- G. Identify resource recovery and recycling options in conjunction with future industrial development and city comprehensive plans.**
- H. Identify hazardous waste generators, delineate provisions for the separation of household hazardous waste and other small quantities of hazardous waste at the source and establish procedures to minimize the introduction of hazardous waste into other waste.**
- I. Within current emergency/disaster procedures, incorporate instructions regarding reporting of hazardous waste problems to the Missouri Department of Natural Resources.**

Program Goals and Planning

From the assessment and evaluation of this program you should determine if the program is meeting the needs and wants of the community. The process of this assessment and its resulting findings should be taken to the next steps of goal setting and planning.

Questions to ask concerning this sub-category: How do the goals of the program of this sub-category fall in line with the vision and the overall goals of the community; What are the plans to achieve those goals.

- 1) **Please describe the goals you have set for this program.**
- 2) **Please describe in some detail the plans (how, when, who, etc.) for achieving the goals set for this program.**